

Employment & Wage Detail Reporting

Introduction

The TPA will be able to submit Employment and Wage Detail files for multiple or individual employer accounts (adjustments and original reports), or view employment and wage detail report information for TPA submissions and client groups, from the Employment and Wage Detail Reporting functions accessed via the TPA home page. To manage Employment and Wage Detail Reports for individual employer accounts, including, 'No employment and wage detail Report' 'Copy from Previous' or 'Manual' submissions, you must navigate to the Employer's account via the 'Searches' function. Please refer to the 'Searches/Employer Account Home' section of this user guide for instructions to access the individual employer account. In addition, refer to the 'Employer Self Service User Guide' for information on employer functions related to employment and wage detail reporting.

IMPORTANT: Your TPA account must have the required roles (security access) in order to perform Wage Detail Update and Submit functions, for each assigned employer account. You must contact the employer you are servicing to get these roles assigned to you, if you are not pre-authorized to self assign these roles.

NAVIGATING TO EMPLOYMENT & WAGE DETAIL HOME

Introduction

This section of the document will show how you can navigate to the employment and wage detail home page.

Step-by-Step Instructions:

1. Login to your TPA account. The TPA home page will appear as shown below. Click on the link 'Employment and Wage Detail Reporting'.

Change Password | Logoff

TPA Home

Account Maintenance

Assign TPA Role

Employment and Wage Detail Reporting

Payment Information

Searches

User Maintenance

Third Party Administrator

TPA ID: 100 TPA Name: XXXX

TPA Home

TPA Home

TPA Home

Account Maintenance

View or update TPA account information, including TPA Type, addresses and phone numbers.

Employment and Wage Detail Reporting

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Searches

Search for employers for which the TPA has been assigned account access.

User Maintenance

Create new or update existing TPA user information

Click here to access employment and wage detail home.